

Citibank CB006 form instruction “CITIBANK Government Agency/Organization Program Coordinator Setup/Maintenance Form”

(Also read the instructions on page 2 of the form)

The form can be obtained on the PSC website or from the Citibank website:

PSC website: <http://www.uscg.mil/HQ/psc/tvl.htm>

Select from the left hand menu “Government Travel Charge Card Program”
Select from the “Forms and Instructions” section “Citibank Forms”
Select CB006 “Government Agency/Organization Program Coordinator Setup/Maintenance” form

Citibank website: <http://www.citimanager.com>.

On the left hand menu mouse over “U. S. Federal Government Services”
Select from the drop down menu “Reference”
Select from the “Appendices to A/OPC Guides” “Program Forms”
Select CB006 “Government Agency/Organization Program Coordinator Setup/Maintenance Form”

INSTRUCTIONS FOR COMPLETING CB006 FORM

Designating a New Primary or Alternate

Section I

Line 2 – put an “X” on the line in front of “CCMS” and on the line in front of “Read/Write” below “CCMS”

Line 2 – put an “X” on the line in front of “CCRS” and on the line in front of “Read/Write” below “CCRS”

Line 3 – put an “X” on the line in front of “Add to PC info” and if the designation is for an alternate also put an “X” on the line in front of “Add as Alternate PC”

Section II

Self explanatory, complete the entire section to include “verification information”. Information must be legibly **printed**.

Section III

Agency/Organization Name – always enter “**DHS**” and nothing else.

Reporting Hierarchy:

Travel Charge Card A/OPC – 20071-20002 – MLC hierarchy 5-digit number -
local 5-digit hierarchy number

Travelers Check and GTA A/OPC – 10071 – 20002 – local 5-digit hierarchy
number

Section IV

The individual identified in Section II must complete the four lines that start with “Incoming”. **There are no exceptions to this requirement.** The information must be legible.

The current designated primary coordinator for the hierarchy identified in Section III must complete the four lines that start with “Existing”. The primary coordinator will complete if the designation is for a primary or alternate. **An alternate coordinator will never complete these four lines.** If a current designated primary coordinator is not available the completed form must be faxed to COMDT CG-102 (202) 475-3933 for completion of the four lines that start with “Existing”. COMDT CG-102 will then forward the completed form to Citibank.

If the entire form is completed at the unit level the form must be faxed directly to the Citibank client account manager at (904) 954-7700 and a copy faxed to COMDT CG-102 at (202) 475-3936.

Deleting a primary or alternate

Section I

Line 3 – put an “X” on the line in front of “Delete PC info”

Section II

Only the name of the A/OPC being deleted is required and must be legibly **printed**.

Section III

Agency/Organization Name – always enter “**DHS**” and nothing else.

Reporting Hierarchy:

Travel Charge Card A/OPC – 20071-20002 – MLC hierarchy 5-digit number -
local 5-digit hierarchy number

Travelers Check and GTA A/OPC – 10071 – 20002 – local 5-digit hierarchy number

Section IV

The current designated **primary** coordinator for the hierarchy identified in Section III must complete the four lines that start with “Existing”. The primary coordinator will complete if the deletion is for a primary or alternate. **An alternate coordinator will never complete these four lines.**

Fax the completed form directly to the Citibank client account manager at (904) 954-7700 and fax a copy to COMDT CG-102 at (202) 475-3936.

Note: A primary A/OPC designation cannot be deleted without a new primary being designated.